

TO:		DATE	
Mr. Lloyd		5 March 1963	
ROOM NO.	BUILDING		
REMARKS:			
<p>Recommend your signature.</p> <p><i>KBF</i></p>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

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*Bldg & Grounds*

25 FEB 1963

MEMORANDUM FOR: Executive Director

SUBJECT : GSA Responsibilities

REFERENCE : Memo for DD/S fm ExDir, dtd 16 Jan 63, subj:  
as above

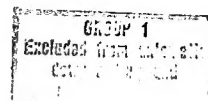
1. This memorandum is for information only and is in response to the queries contained in the reference regarding GSA responsibilities for services here at Headquarters which have not been filled satisfactorily.

2. Precise figures are not available on the total number of GSA employees assigned to our installations. In the downtown area workers other than the char force are assigned to groups of buildings rather than to specific agencies. We can identify, however, the GSA people assigned to the Headquarters Building. They are as follows:

	<u>Authorized</u>	<u>On Duty</u>
Char Force	108	102
Carpenters	11	12
Electricians	19	19
Elevator Technicians	5	5
Painters	8	8
Engineers	26	29
Plumbers	7	8
Truck Drivers	3	3
Office Force	6	5
Totals	188	191

3. We do not reimburse GSA for the salaries and services provided by the people described above. These people are provided by GSA, paid from their appropriation for the normal maintenance and operation of the buildings to which they are assigned. We do reimburse GSA for services that we as an

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Agency require that are beyond the normal maintenance and operation of our buildings. For example, we reimburse GSA for partition changes, painting other than scheduled maintenance, new electrical work, preparation of floor outlets for telephone and power changes, building alterations, and moves external to Headquarters Building. For the first half of this fiscal year we have reimbursed GSA \$204,155 for the kinds of special work described above. Of this amount \$103,482 was spent for work in the Headquarters Building. Last year, an unusual year in that it included charges in connection with our move to the new building, we reimbursed GSA \$888,373. Of this amount \$111,829 was spent on the new building.

4. The Headquarters Building Manager, Mr. Paul Dodd, is fully aware of the fact that his char force is giving the building a sub-standard cleaning service. This is a result of a personnel shortage. The GSA has established that 14,000 square feet of office space can be satisfactorily cleaned and maintained by one char person, and this is called a 100 per cent standard. In our building, however, space has had to be zoned at 21,000 square feet of space per char person. In order to bring our maintenance standard to 100 per cent, the Building Manager needs 48 more char people, and their absence from his authorization is mainly accounted for by the funds authorization cut of \$176,000 imposed by GSA at the beginning of this fiscal year on the allowance for maintenance of our Headquarters Building. Mr. Dodd has repeatedly reported to his superiors his shortage of help and has appealed for an increased ceiling to no avail. Due to cuts in all of the Metropolitan area it does not appear that any relief will be given in the foreseeable future. It is recognized that our buildings are not being cleaned or maintained to the standards that we expect, but to do this work ourselves would add an additional 350 to 400 people to our ceiling and payroll, plus the problems inherent in managing this kind of force.

5. GSA personnel in the Headquarters Building continue to occupy and use the 33,350 square feet of space originally provided. This space comprises the shops, locker rooms, guard offices and trash rooms.

6. Toward correcting the unsatisfactory cleaning and maintenance service here at Headquarters, the Director of Logistics has sent a letter to Mr. H. A. Abersfeller, GSA's Regional Administrator, Region No. 3, asking that steps be taken to improve maintenance now rather than to wait for the next

fiscal year and appropriations we hope will be increased. If this doesn't produce some results rather soon I will take it up with the Public Buildings Commission or the Administrator of GSA.

7. In my judgment we should not consider taking over from GSA. Management of this type of service is a headache and, more important, we would have to increase our budget and personnel strength substantially without increasing our operational effectiveness in any way. We should however make every possible effort to insure that GSA renders satisfactory service.

Signed

L. K. White  
Deputy Director  
(Support)

25X1 OL/LSD/[redacted] (12 Feb 63)

25X1 Rewritten: OL/LSD/[redacted] cld (20 Feb 63)

Rewritten: DD/S:LKW:RBF:maq (25 Feb 63)

Distribution:

Orig & 1 - Adse

2 - DD/S Chrono, Subject

1 - OL Files (Official)

1 - LSD/OL

1 - BFB/LSD/OL

1 - OL Suspense

1 - D/L Chrono

P.S.: I have just learned that as a result of the letter mentioned in paragraph 6 above Mr. Abersfeller sent a committee of PBS representatives out here this morning to inspect the state of cleanliness and standards of maintenance of our building. This committee will report back directly to Mr. Abersfeller and we should have some indication of their reaction very soon.

Signed

LKW

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MEMORANDUM FOR: Executive Director

SUBJECT: GSA Responsibilities

REFERENCE: Memo to the DD/S from the Exec Dir., Subject:  
Same as above, dated 16 January 1963

1. This memorandum is for information only and is in response to the queries contained in the reference regarding GSA responsibilities for services here at Headquarters which have not been filled satisfactorily.

2. At the outset it must be said that, except for here at Langley, it is impossible to identify the number of GSA employees assigned to buildings we occupy. This is so because such employees are identified as Group Forces working under a Buildings Manager who is responsible for a group of buildings. Only the char forces personnel have continuing responsibilities for certain, fixed space; the remaining skills move among the buildings of their group as their skills and services are required. The following shows the personnel strengths here at Langley.

	<u>Authorized</u>	<u>On Duty</u>
Char Force	103	102
Carpenters	11	12
Electricians	19	19
Elevator Techs.	5	5
Painters	8	8
Engineers	26	29
Plumbers	7	8
Truck Drivers	3	3
Office Force	<u>6</u>	<u>5</u>
Totals	188	191

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SUBJECT: GSA Responsibilities

3. We reimburse the GSA for such work as changes of moveable partitions, painting not scheduled by GSA, electrical work, hole drilling in under-floor conduiting for telephone and power outlets, external moves and building alterations. Here in the Headquarters Building \$103,482.00 was spent or obligated to the GSA for reimburseable work and services for the first half of this Fiscal Year. For the same period we spent or obligated \$100,673.00 for the same kinds of work or services in all other buildings we occupy. In Fiscal Year 1962 the Agency reimbursed the GSA \$888,373.00 for work and services performed in all buildings, and of this amount \$111,829.00 was used on the Headquarters Building.

4. GSA's billing to us for the Guard Force is submitted monthly, and the Battalions and Companies are identified as having performed so many hours of regular or overtime guard duty. We reimburse at rates of \$3.34 per hour regular time and \$5.01 for overtime. During the first 6 months of the current fiscal year our reimbursements for Guards totaled \$1,163,410.35 and for all of Fiscal Year 1962 the total came to \$2,101,715.88. Our expenditures and obligations to the GSA for the past one and one half fiscal years can be summarized as follows.

	Six Months FY '63	All Of FY '62
Reimburseable Work and Guard Service	\$1,367,565.35	\$2,990,088.88

45. The Headquarters Building Manager, Mr. Paul Dodd, is fully aware of the fact that his char force is giving the building a sub-standard cleaning service. This is a result of a personnel shortage. The GSA has established that 14,000 square feet of office space can be satisfactorily cleaned and maintained by one char person, and this is called a 100 per cent standard. In our building, however, space has had to be zoned at 21,000 square feet of space per char person. In order to bring our maintenance standard to 100 per cent the Building Manager needs 48 more char people, and their absence from his authorization is mainly accounted for by the funds authorization cut of \$176,000.00 imposed by GSA at the beginning of this fiscal year on the allowance for maintenance of our Headquarters Building. GSA personnel in the Headquarters Building continue to occupy and use the 33,350 square feet of space originally provided. This space comprises the shops, locker rooms, Guard offices and trash rooms.

SUBJECT: GSA Responsibilities

6. Toward correcting the unsatisfactory cleaning and maintenance service here at Headquarters, I have asked the Director of Logistics to prepare and send a letter to GSA's Regional Administrator, Region No. 3, Mr. H. A. Abersfeller asking that steps be taken to improve maintenance now rather than to wait for the next fiscal year and appropriations we hope will be increased. It is recommended that we wait for a reaction and response to this letter before pursuing the matter further in our own behalf.

L. K. WHITE  
Deputy Director  
(Support)

13 February 1963

MEMORANDUM FOR: Colonel White

SUBJECT : Comments on "GSA Responsibilities" Paper

1. Don't use "Langley, " even though Kirk did.
2. Wording of paragraph two is terribly awkward and involved. Simplify first and second sentences and make a positive statement that the only reimbursements we make to GSA are for guards and the work described in paragraph three. All the force listed in paragraph two are paid by GSA.
3. In paragraph 3, shouldn't we mention that the large amount paid in FY 1962 was because of our move? (if this is the fact)
4. The last sentence in paragraph five is a direct answer to one of Kirk's questions and to my mind rates a separate paragraph.

H.G.L.



TO:

Colonel White

ROOM NO.

BUILDING

REMARKS:

Recommend your signature and  
initials.

*RBF*  
RBF

FROM:

ROOM NO.

BUILDING

EXTENSION

Registry STAT

the action officer  
in LSD/OL requests until  
6 February to complete staff  
work on this.

Pls SUSPEND for 6 February.

MAQ 1/29/63

again on 31 Jan.  
LSD/OL requests at 0100  
before 0700

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63-457

*Bldg + Grounds*

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : GSA Responsibilities

1. I am anxious to review the service that GSA now provides the Agency with a view toward determining if we are being serviced as well as we might be.

2. Several complaints have reached me informally about the failure of GSA to clean up offices on a regular basis. In addition there was wide-spread concern that our parking lots were not cleaned after the last snow storm.

3. I would appreciate receiving your recommendation as to how we can get our local GSA staff to be more responsive to our needs. I would also like to know (a) how many GSA workers are employed at Langley and at our other installations (b) the various categories of skills these workers fall into and how many workers there are in each category (c) how much space do they occupy in this building and (d) what is the total amount we pay GSA each year in (1) services and (2) salaries?

4. If it proves impossible to move GSA to do the job we expect them to do, we may wish to consider taking on all, or at least part, of their responsibilities.

Lyman B. Kirkpatrick  
Executive Director

DD/S distribution:

0 - D/Log w/note: "Jim: Please prepare an appropriate reply for my signature." /s/ LKW

✓ 1 - DD/S subject